

Fall 10-7-2014

Faculty Senate Minutes - November 7, 2014

USM Faculty Senate

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**Minutes of the
Regular Meeting of the Faculty Senate of The University of Southern Mississippi
Cook Library 123/Fleming Education Center 307 (IVN)
November 7, 2014**

Members Present and Represented (by proxy): M. Alford, J. Anderson, T. Barry, A. Beck, D. Booth, R. Buchanan, S. Cloud, K. Davis, D. Fletcher, K. Goodwin, D. Griffin, R. Griffitt, O. Harvey (F. Heitmuller), B. Hayden, S. Hayden, F. Heitmuller, D. Holt, S. Hrostowski, L. Iglesias, J. Lambers (T. Welsh), M. Leonard, M. Lux, H. Lyn, C. Maugh, C. Meyers, C. Miller, E. Molaison, L. Neelis, W. Odom, J. Olmi, R. Press, P. Price, L. Rackoff, S. Reischman-Fletcher, T. Roberson, C. Sirola, S. Rouse, K. Shelley, L. Story, C. Tardy, M. Van Norden, T. Welsh, J. White, K. Zantow

Members Absent: A. Haley (M. Grivno), L. Nored

Guests: David Sliman, Bianca Stewart, Monique Betting

Business Meeting – 2:00 p.m.

1.0 Call to order by Pres. Press, 2:05 P.M.

2.0 Approval of agenda

On motion by Sen. Alford and second by Sen. Fletcher the agenda was unanimously approved.

3.0 Approval of October minutes

Sen. Anderson and Sen. Fletcher requested amendments to the October minutes. On motion by Sen. Alford, the minutes of the October 3, 2014 meeting were unanimously approved.

4.0 Officer Reports

4.1. President Press

Pres. Press welcomed new senator, Sen. SatAnanda Hayden to the senate. Pres. Press then gave the following report:

- Pres.-Elect Story is coordinating efforts of recruitment and retention initiatives and is working with Student Success Implementation Team and new manager of enrollment Rich Mullen; Sec. Anderson coordinates Senate committees; and Sec.-Elect Welsh coordinates Senate representatives on University committees. The Executive Committee meets regularly with the Provost and President and reports to Faculty Senate.
- The budget process underway is a strategic one with aim to make reductions that will not damage programs or ability of students to graduate. Final decisions have not been made, and reviews are underway.
- There is no plan to approve sabbaticals for next year by determination of the Deans but the Provost is willing to hear Senate's thoughts on the topic.
- The Student Success Implementation Team members have developed a range of initiatives such as "8 for 8," eight minutes a week aimed at retaining eight students. If anyone has specific suggestions, please send them to Pres.-Elect Story.

4.2. President-Elect Story

Pres.-Elect Story reported the following:

- Retention issues are important as are doing the little things such as reviewing a syllabus, reaching out to students and inviting to your office, e-mailing them, or engaging them in conversation.
- The literature indicates faculty should build a connection with students and help students build connections with the University. Ways in which this can be done include suggesting clubs, activities, or resources. Focus groups of freshmen indicate they don't know what resources or activities are here.

4.3. Secretary Anderson

Sec. Anderson reported that the Expanded Executive Committee meeting is Wednesday at Cook Library 206. Send committee updates on or before Tuesday.

4.4. Secretary-Elect No report.

5.0 Remarks from Administration

5.1. Provost Denis Wiesenburg

Prov. Wiesenburg introduced Richard Mullin, the newly appointed Dean of Admission and Enrollment Management, to the senate. Richard Mullin addressed questions and encouraged faculty to forward questions to richard.mullin@usm.edu. Pres. Press offered for Pres.-Elect Story to take questions from faculty members via email and coordinate discussions with Mullin.

Prov. Wiesenburg also reported that the budget process is ongoing. The deans have submitted plans from their respective colleges. The Provost is in the process of consolidating those into a single academic budget reduction plan, which is due to the President next week. The President will have all materials together for a decision-making meeting on November 18. The Provost then took questions from the senate.

Sen. Fletcher requested a copy of the plan to recruit international students. The Provost agreed to distribute the plan and stated that he welcomes comments.

Prov. Wiesenburg then took questions regarding the newly announced policy to cancel sabbaticals for the Spring 2015 semester. Though the plan has been announced, the Provost does welcome alternatives but wants faculty members to work in conjunction with their chairs and submit proposals that would allow the faculty member to take the sabbatical and have his courses covered.

The Provost then addressed the Faculty Hiring Toolkit because a faculty member had raised concerns regarding the toolkit recently. The Provost affirmed that the toolkit is not a policy document but was meant to be a tool to help faculty in the search process. The document took the policies regarding hiring, which is in the Faculty Handbook, and created Best Practices based upon those policies. He added that the document was modeled after similar documents utilized by other universities. The Provost's office welcomes suggestions for improvement of the document, which should be forwarded to Allison Gillespie (allison.gillespie@usm.edu). The document is a "living" document and can be improved at any point. However, should a department wish for all faculty members to see all vitae for a given search, then each

faculty member who receives the vita must be willing to sign a confidentiality agreement. Faculty members should forward suggestions to Allison Gillespie at allison.gillespie@usm.edu.

5.2. Richard Mullen, Enrollment Manager (richard.mullen@usm.edu)

Mr. Mullen has 27 years of enrollment experience and has worked for a variety of institutions as a consultant. Has reported that Southern Miss as a member in Common Application (CommonApp.org) and will be doing in-state and out-of-state recruitment in Texas and Florida as well as looking at the recruitment brochures and Web site. His role is to enroll, to retain, and to graduate and knocking down barriers to these three.

Mr. Mullen took questions from the senate, and reported that the university needs to create a culture of enrollment – to ID students in high school in 9th and 10th grades; to cultivate graduates to meet/lobby high school counselors; to do outreach in other states with high population growth rates such as Texas and Florida. Oklahoma and Ole Miss recruit heavily in Texas schools. It is 7.5 hours from South Dallas to Texas Tech and 7 hours (30 minutes shorter) from South Dallas to Hattiesburg. Southern Miss is a great deal for out-of-state students but we need to improve the application process.

Mr. Mullen also reported that he is in contact with Ann Billings, Director of Gulf Park Enrollment Services, and that she has the full support of him and his staff.

6.0 David Sliman, Chief Information Officer

David Sliman addressed the senate to announce that at the beginning of December, the email programs will change. The University will be migrating to Microsoft Office 365 for all faculty and staff over the next several weeks. This service will provide faculty and staff with a 50GB mailbox and 1TB file storage on OneDrive. In addition to having access to web versions, faculty and staff will be able to download Microsoft Office 365 ProPlus applications (Office 2013 suite) on up to five devices (PC, Mac, and/or mobile devices - Android or iOS). These applications include Word, Excel, PowerPoint, Outlook, OneNote, Access, Publisher and Lync.

OneNote, Access and Publisher are Windows PC client programs and/or features only and cannot be used across devices. If you use Outlook, it will “look the same;” however if you are using an older version of Office, you should upgrade to a newer version.

Before faculty leave for holiday (in December), they should log into the system so that iTech knows that everything is working properly. iTech will move your emails for you.

Students will be moved over in May. Students will be on the same system as faculty and will be able to utilize Microsoft products for free, which they previously had to do at their own cost.

November 19, SOAR will go down at the close of business in order to split Human Resources from the database. No HR capabilities will be available until the following Monday. SOARFIN will not be affected.

If you have not downloaded the iSouthernMiss app, please do so and encourage your students to use the app also. Four Southern Miss students are developing this app in conjunction with iTech.

7.0 Gulf Coast Student Reps Brianna Stewart and Monique Betting

Gulf Coast students, Bianca Stewart and Monique Betting, addressed the senate to discuss factors that attracted them to the university as well as factors that have led to their decisions to remain at the university. They also took questions from the senate. The students commented favorably regarding the quality of education at Southern Miss, convenience of the Gulf Park campus, and quality faculty. The reported that food services at the Gulf Park campus is expensive and does not present a variety of healthy options. They also reported that they are not opposed to driving to Hattiesburg for some classes if needed.

8.0 Senate Committee Reports/Discussion

8.1. Academic and Governance

Sen. Holt, Chair of the Academic and Governance Committee, entered a resolution in support of equity in pay for consideration at the December 2014 meeting of the faculty senate and received comments from Sens. S. Hayden, Lyn, Olmi, Leonard, Heitmuller, Meyers, and Fletcher.

8.2. Administrative Evaluation

Sen. Shelley, Chair of the Administrative Evaluations Committee, reported that the Administrative Evaluations will be ready to go online soon.

8.3. Awards

Sen. Barry, Chair of the Awards Committee, entered the following report:

All awards have been approved (most will be funded through foundation accounts; summer improvement of instruction grants funded through summer school funding). The exception, as already noted and discussed, were sabbaticals for 2015-16.

Robin Carr has been named the HEADWAE award recipient. She will be honored on February 17, 2015 in Jackson at the HEADWAE events.

The Excellence in Teaching and Service should be selected by the next Faculty Senate meeting.

The committee will be adding to its charge to award a student scholarship. The award is funded from a Faculty Senate endowment and previously has been awarded directly by the Office of Financial Aid. The Awards Committee will assume the role of making the award on behalf of the senate.

Save the Date: The ***Faculty Awards Recognition Reception and Ceremony*** is Friday, May 1, 2015. The Reception is from 12:30 P.M. – 1:00 P.M. The Recognition Ceremony is from 1:00 P.M. – 2:00 P.M. in Trent Lott Center, Room 103. This event is sponsored by **Faculty Senate and the Office of the Provost**. The Provost's office has provided for us the combo room 101/102 in the Trent Lott Center for the May faculty senate meeting so that we do not have to walk back to the library for the senate meeting.

8.4. Bylaws – no report

8.5. Communication

Senator Tardy, Chair of the Communications Committee, entered the following report. The goal of the committee is to create increased interaction with faculty and reminded the senate to share the brief minutes with faculty in every college and to also share them with faculty in departments that may not be represented on the senate. The Faculty Senate agenda and minutes should be shared at department meetings. Some colleges have regular meetings of the Dean with reps from University committees; for example, CoAL has a meeting each month. It is recommended to have college-wide meetings of the faculty with Faculty Senators each semester. If you have additional ideas on how to increase communication between Faculty Senate and faculty, please send them to Sen. Tardy (charles.tardy@usm.edu).

8.6. Finance

Sen. Zantow, Chair of the Finance Committee, reported the committee was continuing to meet regularly with Dr. Vinzant and suggested Faculty Senate invite him to the December meeting to discuss budget cuts. The committee met with Dr. Norton to understand the financial costs/benefits for recruiting international students. Dr. Norton's goal is to increase international undergrads from 100 to 1,000 within five years.

8.7. Elections

Sen. Alford, Chair of the Elections committee, entered the following report:

Denis A. Wiesenburg—Provost
Linda Rasmussen—Associate Vice President for Human Resources (HR)
Mac H. Alford—Elections Chair for Academic Council and Faculty Senate
Douglas Rust—Elections Chair for Graduate Council
Teresa Welsh—Representative of the University Research Council
Ellen Weinauer—former Elections Chair for Academic Council
Tim Rehner—former Elections Chair for Faculty Senate
Tom Hutchinson—Tech Manager, Learning Enhancement Center
Michelle Arrington—Institutional Research (contacted by phone for specific questions)

The above individuals met on Friday, October 31, in the Provost's office to discuss the potential of a unified elections procedure for Academic Council, Graduate Council, Faculty Senate, the University Research Council, and the Grade Review Council. The Provost was in support of the creation of a single ballot, the addition of a data column indicating graduate status of faculty in the HR database, and the short listing of responsibilities of the advisory bodies on the ballot.

We agreed to begin election activities early this year, due to a scheduled change in the HR database in late November. Elections Chairs will double-check criteria for voting and for serving in their various advisory bodies and will forward corrections to Linda Rasmussen by Wednesday, November 5. Rasmussen will then generate a spreadsheet of the appropriate people. Elections Chairs will double-check the data by contacting unit leaders and submit corrections in a unified document to HR. Some exclusions are likely to happen just by nature of the HR database, for example, a person's position is automatically populated into the database based on the primary source of pay, which may not be the Department in which the person also serves (e.g., Writing Center vs. Department of Communication Studies). The cleaned spreadsheet will be provided to Michelle Arrington in Institutional Research for creation of the online ballot.

We also discussed (1) simplifying or adjusting the by-laws of the various advisory bodies to make voting information more parallel, (2) ensuring that each advisory body has a chair-elect for elections so that

“institutional memory” is conferred, and (3) adding the person in charge of evaluation of administrators (currently Deborah Booth) to this procedure of data cleaning.

8.8. Gulf Coast Council – no report

8.9. Handbook – no report

8.10. Research and Scholarship – no report

8.11. Student Life – no report

8.12. Teaching and Service

Sen. Meyers, Chair of Teaching and Service, entered the following report:

The committee met to discuss recruitment obligations of faculty, in light of the administration’s suggestion that all faculty should be actively involved in recruiting prospective students for USM.

First, it was noted that recruitment activities and needs vary significantly among different schools and even different departments. The CoH, for example, has continued to experience increasing enrollment even as enrollment decreases for the university as a whole. The School of Music already actively recruits new students. On the other hand, it is much easier for the School of Music to target prospective music students and to gauge the success of their recruiting efforts. It is much more difficult for a faculty member in, say, philosophy to identify prospective students. And there is less incentive for members of that department to recruit, since even if recruiting efforts brings students to the university, there is no guarantee that they will major in philosophy (unlike with recruiting music students).

Turning to the question of how to improve faculty recruiting efforts (for those departments that need to recruit and do not already have established recruiting methods), it was generally agreed that one major obstacle to recruiting is determining where and how to begin—where to find the prospective students and how to find or create recruiting events and venues. Thus the best way to assist faculty in their recruiting efforts would be to...

1. Help faculty identify and communicate with contacts at appropriate institutions (e.g. high schools, junior colleges), and
2. Inform faculty about recruiting events (e.g. high school career fairs, etc.) and other recruiting opportunities.

This kind of information should be organized in a systematic way and easy to for faculty to access. This still leaves open the question of what office of the university would be best able to gather and disseminate this information.

Other suggestions included the following:

1. Arrange for faculty to meet with prospective students when they visit the campus.
2. (There was some concern that the people in admissions are not sufficiently informed about academic departments and degree programs. E.g., do they know that philosophy is good preparation for law school?) Have people from admissions visit academic departments to learn more about what they do and what kinds of students might be interested in those majors.
3. Arrange tours for recruiters themselves, so that they’ll know where prospective students can interact with faculty, say, through tours of facilities (e.g., teaching garden,

microscopy center, language lab) or classes/labs/recitations/rehearsals in which students can “sneak” in and out.

8.13. University Relations

Sen. Miller, Chair of the University Relations committee, reported that he met with Vice President for Advancement, Bob Pierce to gather information about the USM Foundation and will provide updates in the December senate meeting.

8.14. University Welfare and Environmental Concerns

Sen. Hrostowski reported a list of questions related to due process of faculty accused of misconduct was submitted to Affirmative Action & Equal Employment Opportunity Director, Becky Malley, who will meet with Faculty Senate Expanded Executive Committee at a later date.

8.15. University Research Council

Sec.-Elect Welsh reported in lieu of Sen. Harvey, the faculty senate representative to the University Research Council, that the University Research Awards Day (URAD) would be held in Thad Cochran Center on November 21, from 9am until 3pm. Faculty members are invited to submit poster abstracts for the afternoon research poster session.

8.16. Athletic Council

Sen. Neelis, senate representative to the Athletic Council, reported that the AC met during October.

As the university lost the appeal regarding the logo, the redesign process is underway. Both the University of Iowa and courts will be involved in the approval of the new logo.

The NCAA is reorganizing and splitting the governing body into three groups with the Big Five conference group to have limited autonomy regarding what funding to give to athletes. USM is taking a wait-and-see approach until December.

Southern Miss has awarded 9th Halbrook Award in 11 years for the highest student-athlete graduation rate in Mississippi.

The men’s basketball program is under investigation by NCAA for violations under the previous coach.

8.17. Online Learning Steering Committee

Sen. Cloud, representative to the Online Learning Steering Committee reported that a new federal regulation requires international students to take no more than 3 credit hours online for every 12 credit hours (9 credit hours in face-to-face classes).

8.18. QEP

Sen. Barry reported the following:

Kelly Lester is serving as the Chair of the QEP Research and Design Committee. The first meeting was held on Tuesday, October 28 to go over the charge of the committee and the process. The next meeting is

Thursday, November 13. Two additional meetings are scheduled in the Fall semester, and five scheduled meetings are in the Spring semester for the full QEP R&D Committee.

There will be a lot of interim work via four action teams. The four action teams and the respective action team leader are as follows:

- **Experiential Learning** Action Team Leader: Rusty Anderson
- **Gateway Course** Action Team Leader: Tammy Barry and Jack Covarrubias
- **PR and Communication** Action Team Leader: Sarah Mangrum
- **Assessment** Action Team Leader: JT Johnson

The team will be engaging in a brainstorming and research phase this semester. Then, a research and design phase next semester. The final product from the R&D phase should be completed by the end of 2014-15 academic year.

Ultimately, a 100-page plan will be produced which will be implemented in 2015-2016, at the time of SACSCOC site visit (which is slated for the first week of March 2016).

9.0 Old Business – none

10.0 New Business

10.1. Resolution on Sabbaticals from Academic and Governance Committee

The senate voted unanimously by voice vote to suspend the bylaws of the faculty senate in order to allow for a vote on a resolution presented by Sen. Holt.

The senate passed amended Senate Resolution #03, 2014-2015, “proposing the current **sense of the Senate concerning the need to continue to allow the sabbatical process,**” authored by Sen. Holt. A copy of the resolution will be made available on the senate webpage.

10.2. Inquiry from University Welfare and Environmental Concerns Committee

Sen. Hrostowski stated that due to concerns about whether faculty are receiving due process after being accused of sexual harassment. Institutional policies are linked to the Provost’s Web page but are not clear so a list of questions have been prepared to submit to Dr. Rebecca Malley and USM compliance director/associate general counsel Paul Walters.

Pres-Elect Story will invite them to the next Faculty Senate meeting to address those questions and explain University policies related to accusations of faculty misconduct.

11.0 Adjournment

Upon a motion by Sen. Barry and second by Sen. Reischman-Fletcher, the meeting was adjourned at 5:10 P.M. by unanimous voice vote.